

CITY OF TORRANCE
SUPPLEMENTAL APPLICATION
ENGINEERING MANAGER
Job Code 15123140

This supplemental employment application, in conjunction with the application and resume, will be used to assess the qualifications of applicants. The areas addressed in this supplemental employment application are designed to provide the candidate the opportunity to describe his/her specific qualifications and accomplishments related to the *Engineering Manager* position.

INSTRUCTIONS:

Submission of an online application, cover letter, resume and the following supplemental application are required to be considered for the *Engineering Manager* position. Upon filling out the online application, you will be able to attach/upload documents with your application.

- ☐ Resumes must include start and end dates reported by month and year for each position.
- ☐ Use font size no smaller than 12 point.
- ☐ Indicate your name and social security number on each page your responses.
- ☐ Limit each response to one page for the supplemental questions below.

DEADLINE: The online application, cover letter, resume, and supplemental application must be received by **Thursday, January 7, 2016, 5:30 p.m.**

1. Please describe your relevant work experience, education, certification(s), and any license(s) that, combined, demonstrate being qualified for the Engineering Manager position.
2. Describe your experience in managing capital improvement projects. Include experience with: funding; budget tracking; scheduling; requests for proposals; design; bidding; construction; contract administration; and public relations with residents and businesses. In your response, please list 3 significant capital improvement projects that you have managed.
3. Describe your experience with identifying, securing and administering federal, state and/or grant funding, including obtaining funding reimbursement in a timely manner. Please list the specific capital projects for which you obtained grant funding and performed these tasks.
4. Describe your experience with making presentations and/or public speaking at meetings for City Council, City Commissions and the public. Please include any experience in presenting a controversial subject/project.
5. Describe your experience with supervising employees. Please include experience in resource allocation; monitoring staff assignments; composing performance evaluations; recommending discipline; and mentoring, motivating; and developing staff.
6. Describe your experience with the Municipal Separate Storm Sewer System (MS4) permit; National Pollutant Discharge Elimination System (NPDES) permit; and/or AB 939 Recycling as it relates to requirements for capital improvement projects.
7. *I certify that all statements made in this supplemental employment application are true. I agree and understand that any misstatements of material fact may subject me to disqualification as a candidate.*

Yes_____ No_____